

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General



ATTORNEY ADVISOR
Procurement Section
Commercial Division

Vacancy Announcement #16-022

Salary Range: \$90,484 – \$138,350 (LS-13/1 to 15/4)*

The Office of the Attorney General for the District of Columbia seeks an experienced attorney to handle procurement matters for the District of Columbia Department of Transportation (“DDOT”). The Attorney will report to the Chief of the Procurement Section within the Commercial Division of the Office of the Attorney General and will provide legal advice and assistance exclusively within DDOT regarding procurement matters and other matters as assigned.

The incumbent will support the mission of DDOT with the responsibility for procurements of transportation services funded from federal, local, intra-jurisdictional, and alternative project delivery and financing sources, including procurements for architectural and engineering, planning, design, engineering, environmental, construction services, and of Intelligent Transportation Systems, construction materials, capital equipment, and other business-serving goods. The incumbent will review information presented, applicable statutes, regulations and relevant case law to determine whether the RFPs, RFQs, RFIs, and similar requests are legally sufficient, and will assist in preparing RFPs, RFQs, RFIs and similar requests as appropriate in DDOT’s procurement processes. The incumbent will, in coordination with DDOT contracting personnel, draft and review drafts of contracts for complex transportation services, supplies, materials, equipment and goods, and negotiate terms of complex contracts for transportation services, supplies, materials, equipment, and goods. In addition, the incumbent will provide legal advice and assistance on alternative project delivery contracting vehicles, litigate bid protests before the District’s Contract Appeals Board (“CAB”), and provide advice and assistance to the Civil Litigation Division on contract litigation in the Superior Court and the Federal District Court.

The successful candidate should have: (1) significant knowledge of contracting and procurement laws, principles, regulations, strategies, practices and procedures sufficient to provide legal advice and counsel to DDOT on a variety of construction contract issues; (2) expertise in all phases of government contract formation, administration, and procurement, including identification and planning for government contract opportunities, preparation of bids and proposals, contract administration and closeout; (3) expertise in various types of contracting instruments and processes, including source selection, design-bid-build and design-build acquisition processes and procedures, understanding of design-build, construction management and construction management at risk, and alternative project delivery; (4) experience conducting detailed and thorough reviews of complex procurement documents, including

solicitations, contracts, D&Fs, and construction documents; (5) experience researching and drafting legal memoranda; (6) knowledge of the various types of construction contracts and the allocation of risk provided by each type of contract; (7) knowledge of the various methods of construction delivery and the relationship among the owner, contractor and design professional; (8) the ability to provide legal advice to agency clients in procurement matters; and (9) experience related to dispute resolution in the context of construction contracts.

Applicants for this position must have a minimum of 6 years of substantive experience in the area of government contracting.

The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

This position is within the Collective Bargaining Unit. Candidates may be subject to a background check.

If you are interested in this opportunity, please submit a cover letter specifically addressing skills and abilities you possess that will enable you to succeed in this position, a resume, writing sample, and list of three references electronically to oag.recruitmentattorney@dc.gov, or by mail to: Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, DC 20001.

Closing Date: February 22, 2016.

Please include the vacancy announcement number in your cover letter.

*** Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.**

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.